

EXPENSE REIMBURSEMENT POLICY

Stipends for VTDDC and Committee Meetings: VTDDC members not paid by another agency to attend VTDDC business may, upon request, be given a stipend of \$10 an hour for VTDDC and committee meetings (of which they are members), to a maximum of \$50 a day.

Expenses for VTDDC and Committee Meetings: Members not paid by another agency to attend VTDDC business will, upon request, be reimbursed for expenses associated with attending VTDDC and committee meetings. Agency members will be reimbursed only on prior arrangement with the Executive Director.

Procedures for Claiming Stipends and Reimbursements: VTDDC members may claim stipends and reimbursements. To claim stipends and reimbursements, members must submit a State of Vermont Personal Expense Claim Form. It works best if members submit the expense claim at the close of a meeting or at the time a member has paid the expense. The VTDDC follows the guidelines applied to state employee expense accounts. Expense claim forms may be submitted monthly or whenever a member has incurred expenses. At a minimum, members should report their expenses quarterly. Reimbursement expenses for expenses incurred more than six months prior to submitting an expense claim form may not be honored.

- Specialized Services. Child care, personal assistance services, special transportation services, etc. can be reimbursed if arranged and approved in advance by the Executive Director. The required receipt is an itemized bill signed by the vendor. [The VTDDC can assist you with forms.]
- Mileage. Indicate the number of round-trip miles traveled and the current state reimbursement rate will be applied. Note: You cannot be reimbursed for expenses like gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, or insurance because they are considered part of the mileage rate.
- Tolls and Parking. Actual expenditures for tolls and parking can be reimbursable. Receipts are required.
- Meals (including tips). The VTDDC follows state guidelines. In-state meals can be reimbursed at the State rates if you have arranged and received approval in advance from the Executive Director. Out-of-state meals will be budgeted as part of trips on behalf of the VTDDC. Receipts are required. The cost of alcoholic beverages is never reimbursable.

Reimbursement for Disability-Related Events, Trainings, or Conferences Connected with VTDDC Business (in-state and out-of-state). The Executive Director may approve requests for reimbursement for activities when total expense costs less than \$250, including attendance at outreach activities on behalf of the VTDDC.

For events costing more than \$250, VTDDC members will confer with the Executive Director, who will present a request to attend to the Executive Committee based on availability of funding. When several members apply to attend the same event, members will be asked to complete applications following the Executive Committee Fund format.

Regarding out-of-state travel:

- Primary Travel Expense (airfare, train etc.). Travel reimbursement will be for the most economical and direct mode of transportation. Side trips must be paid for by the individual. Receipts are required. If you fly, your copy of the flight ticket must be submitted with your expense voucher.
- Lodging. Reimbursement cannot exceed the rate charge for a single room unless you have an attendant sharing the room. Receipts are required. Receipts for lodging must accompany the expense voucher and must be on a receipt of the lodging establishment. The receipt must show either proof of payment or incurrence of a debt by credit card. Handwritten receipts from small lodging establishments are acceptable.
- Other Travel Expense. Taxi fares are authorized for travel between common carrier terminals and hotels or business sites. These include travel to and from the airport and hotel by taxi, limousine or bus: parking at the airport; mileage to and from the airport, etc. Limousine service should be used when it is available and less expensive. These expenses should be built into the budget for the member's trip. Receipts are required.

[Adopted February 9, 2006, based November 13, 1995 revision.]